

TYPOGRAPHY

INTRODUCTION

This chapter addresses some specific typographical questions raised by Board staff. Other chapters address the content of Board documents [[Contents, Chapter 13\(a\)](#)] and grammar and spelling [[Grammar and Spelling, Chapter 13\(c\)](#)]. This chapter specifically address:

- standard letters and documents;
- fonts; and
- citing the legislation and cases.

STANDARD LETTERS & DOCUMENTS

The Board has a variety of standard letters that it uses when it receives and processes applications, complaints and references. These cases are located on the G:\ drive in Edmonton and the T:\ drive in Calgary. They include standard letters acknowledging or giving notice of specific events. Board staff adapt these letters as necessary to reflect the circumstances of a specific file. For guidance in phraseology, see: [[Contents, Chapter 13\(a\)](#)].

FONTS

Board correspondence is normally done in 11-point Arial. Board decisions have a separate set of type specifications [[Preparing Board Decisions, Chapter 8\(a\)](#)]. The Procedure Guide type specifications are located in [Preparing the Manual, Chapter 2\(a\)](#).

CITING LEGISLATION & CASES

When referring to legislation, use italics. Subsequent reference to “the Code” or “the Act” is not italicized. For example, “The [Labour Relations Code](#) gives the Board specific powers. The Code does not allow the Board to rehear an employee’s grievance.”

Cases are normally cited as:

[UFCW Local 401 et al. v. Economic Development Edmonton](#) [2002] Alta.L.R.B.R. 193